

# Police Records Supervisor

City of Royal Oak, MI – Police Department

**Salary:** \$46,264 - \$51,742

A **Police Records Supervisor**, *upon application*, shall have the following training & experience:

Graduation from high school, supplemented by at least five years of experience with police records, including supervisory and management experience.

*See the bottom of this page for additional desired qualifications and requirements*

**GENERAL STATEMENT OF DUTIES:** The **Police Records Supervisor** oversees the activities and personnel of the Records and Property Sections of the Royal Oak Police Department. Responsibilities require considerable independent judgment and initiative, based upon knowledge of police operations and procedures, and subject to general direction from the Chief, Deputy Chief or designated Lieutenant.

**ESSENTIAL JOB FUNCTIONS:** A **Police Records Supervisor** may be called upon to do any or all of the following (*These examples do not include all of the tasks the employee may be expected to perform*). To perform this job successfully, an individual must be able to perform each essential function satisfactorily:

Supervise and coordinate the activities and personnel of the Records Section of the Police Department.  
Code all records for entry into the records system, and oversee the maintenance and distribution of all records.

Serve as the department's LEIN coordinator, 911-PSAP coordinator, FOIA coordinator, and liaison to the county records management system.

Provide police personnel with research, records and reports as needed; provide other agencies and the public with copies of records and reports as requested, consistent with regulations and procedures.

Oversee the operations of CLEMIS/LEIN terminals, personal computers, copiers, fax and other office machines.

Supervise the registration of handguns, issuance of concealed weapons permits, fingerprinting of the public and performance of background checks on applicants for business licenses.

Supervise the operations of the property rooms and evidence storage.

Organize, schedule and conduct general property auctions and vehicle auctions for unclaimed impounded vehicles.

Oversee the destruction or return of weapons held by the department.

Secure and account for monies received from auctions and fees and evidence; oversee the operation of vending machines within the department.

Schedule, assign, train and evaluate staff; recommend disciplinary action when appropriate.

Recommend and implement policies and procedures to improve the efficiency and effectiveness of the Records and Property Sections of the department.

Perform related duties as required or as assigned by the Chief of Police or his designee.

## **QUALIFICATIONS FOR EMPLOYMENT:**

**Required Knowledge, Skills, Abilities and Minimum Qualifications:** The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Knowledge of police record keeping practices and procedures.

Knowledge of FOIA and other applicable federal and state laws.

Knowledge of LEIN and CLEMIS procedures and the ability to apply computers to departmental needs.

Ability to effectively supervise and schedule personnel and organize, assign and review work.

Ability to deal tactfully and courteously with the public and to work harmoniously with other employees.

Ability to communicate effectively both orally and in writing.

Ability to operate computer terminals, personal computers, fax machines, copiers and other office equipment.

-SEE NEXT PAGE FOR APPLICATION INSTRUCTIONS-

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to communicate in person and by phone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, use sight to read and prepare documents and reports. The employee is frequently required to reach with hands and arms to grasp, hold, use keyboard, and carry equipment. The employee is occasionally required to stoop, bend, kneel and/or crouch to inspect conditions. The employee will occasionally lift equipment of light to moderate weight.

The typical work environment for this job is an office setting where the noise level is quiet to moderate, with no to limited travel to other locations.

**APPLY:** The City of Royal Oak Human Resources Department must receive a completed City of Royal Oak *employment application* by: **No Deadline. OPEN UNTIL FILLED.**

Application packets are available in the Human Resources Office at City Hall or online at [www.romi.gov/jobs](http://www.romi.gov/jobs)